



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

SUPERVISING SPECIAL INVESTIGATOR I (NON-PEACE OFFICER)

\$5,369 - \$6,672

INVESTIGATION DIVISION

SAN DIEGO or ORANGE

RESPONSIBILITIES: Under general direction of the Supervising Special Investigator II (Chief Investigator), the Supervising Special Investigator I organizes and supervises a staff of Insurance Investigators in the Investigation Division's Regional Office. Travel may be required. Incumbents must possess a valid driver's license of the appropriate class issued by the Department of Motor Vehicles.

DESIRABLE QUALIFICATIONS:

- Ability to be self-motivated, to motivate others, to set and achieve goals, and to operate with a high degree of independence;
- Ability to successfully perform both the investigative and administrative duties of the job;
- Ability to liaison with other law enforcement and prosecuting agencies in the region;
- Ability to work flexible hours;
- Demonstrated ability to handle sensitive and confidential issues and materials;
- Demonstrated ability to handle changing priorities and deadlines.

WHO MAY APPLY: Applications will be accepted from current State employees at the Supervising Special Investigator I level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE: Please mail a completed standard [State Application STD 678](#) to Maria Fuentes, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "SUPERVISING SPECIAL INVESTIGATOR I (NON-PEACE OFFICER), PSN # 413-443- 8549-006" ON THE STATE APPLICATION.**

APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION. Applications must be postmarked by the final filing date to be considered.** For additional information, please call (916) 492-3309 or email maria.fuentes@insurance.ca.gov

FINAL FILING DATE: Friday, September 27, 2013 by 5 p.m. - Close of Business

09/17/13MF

DO NOT SUBMIT APPLICATIONS TO CALHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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NOTE: Interested individuals, including list eligible, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

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